

Manager (Flexible Learning)

Reporting To:	Director Enterprise, Employees and Skills
Salary Scale:	€68,954 to €89,480
Location:	SOLAS Offices, Castleforbes Road, Dublin
1. Tenure:	Permanent
Reference:	290

The Role:

SOLAS is recruiting a Manager (Grade 6) to oversee the development and management, in collaboration with key stakeholders, of strategic innovation in online learning and blended learning in the further education and training (FET) sector, and other strategic initiatives arising. These initiatives and related national targets and goals are set out in policy and strategy documents that include the Further Education and Training Strategy 2020-2024, the National Skills Strategy 2025; the Action Plan for Education ; the Further Education and Training Policy Framework for skills development of people in employment; and the Further Education and Training Professional Learning & Development Strategy 2020-2024.

The successful applicant will play a lead role in championing eCollege and technology-enhanced learning across the FET sector and in SOLAS, delivering on national targets and goals, working closely with internal colleagues in SOLAS, Education and Training Boards (ETBs) and Education and Training Boards Ireland (ETBI), the Department of Education and Skills, the enterprise community and the wider stakeholder group in further education and training.

Key Responsibilities:

- Managing key strategic initiatives in Enterprise, Employees and Skills, including provision of secretariat to National Steering Groups
- Working closely with ETBs, ETBI and a wide range of relevant stakeholders to ensure that strategic national initiatives which include digital transformation and other initiatives are supporting evolving labour market and employer skill needs
- Disseminating progress on targets and goals to internal and external stakeholders
- Reviewing technological advances and managing the adoption of new developments as appropriate for the improvement of services to learners
- Providing targeted guidelines and support for the development of existing provision and new initiatives and supports in partnership with ETBs, ETBI, relevant agencies/bodies/ fora, other FET providers and enterprise
- Planning and managing activity and budget; and reporting through relevant systems
- Completion of large-scale procurement arrangements against tight timelines ensuring uninterrupted service to online and blended learners
- Developing information systems to assist roll out, monitoring and evaluation and ensuring quality assurance processes and compliance
- Defining and monitoring SLAs and KPIs with all third-party service providers (e.g. eTutoring support, monitoring and reporting services, Moodle support, certification partners and courseware suppliers), including ensuring timely

delivery of monthly reporting

- Ensuring all processes are appropriately documented and agreed with all parties supporting eCollege services
- Promoting innovative provision and supports in collaboration with stakeholders to potential participating employers, employees and the general public;
- Analysing relevant data to provide information and reports on innovative provision and supports to relevant stakeholders
- Ensure appropriate capacity is in place within the team to deliver on commitments
- Responding to PQs and audit queries for online and blended provision offered through eCollege and other platforms
- Carrying out other duties as may be specified by the Director of Enterprise, Employees and Skills from time to time.

Requirements:

Essential:

- Education and training experience, involving contributions at a strategic, operational and national level
- Substantial experience of strategic innovation and in delivery of online and blended learning in the context of digital transformation.
- Knowledge and experience of enterprise, employees and skills approaches and strategies at a national level
- Demonstrated leadership in supporting system/sectoral change with a strong customer focus
- Demonstrated experience of engaging productively with internal and external working groups at operational and national levels to successfully complete projects
- Demonstrated record of managing productive stakeholder relationships
- Demonstrated ability in the development and design of education, training and development interventions
- Proven excellent record in financial, contract and project management
- Proven record of achievement, within tight timeframes, of project innovation and delivery
- Proven record as an excellent communicator with highly developed interpersonal and influencing skills
- Demonstrated resilience and ability to work effectively under pressure to consistently meet targets
- Has effectively executed unit business plans in line with organisational strategy
- Proven ability in leading teams, providing direction and support
- Possession of a relevant degree or equivalent.

Desirable:

- Possession of a relevant post-graduate qualification.

Core competencies:

The successful candidate will have demonstrated the following core competencies for the role:

- **Leadership**
Inspiring and energising self and others to achieve personal and organisational success.
- **Developing Self and Others**
Finding ways to keep skills current and maintain up-to-date knowledge of specific and broad-range topics; providing developmental opportunities to others and taking ownership for own learning and others.

- **Results Focused and Business Aware**
Maintaining a focus on the important issues to achieve and improve results and awareness of and applying sound business principles and effective operational practices to drive successful outcomes.
- **Thinking Big**
Generating and implementing creative solutions to achieve SOLAS Strategic goals, conceptualising and articulating future opportunities and trends
- **Learner & Stakeholder Focus**
Maintaining learner/ stakeholder focus, understanding their needs, providing realistic commitments and taking responsibility for delivering on those commitments.
- **Communication**
Exchanging information and ideas with others to promote effective discussion and decision making; promoting 2-way communication.

SOLAS TRIBE Values:

The successful candidate will espouse the SOLAS values in all aspects of their work

- ***Transparent:*** We are Transparent, Accountable and Work with Integrity
- ***Respectful:*** We Respect and Value our People
- ***Innovative:*** We Think Big and Encourage Innovation
- ***Brave:*** We are underpinned by Trust, Support and a Shared Purpose
- ***Effective:*** We maximise value through our Professionalism and Efficiency